

A.D. 10.6, Inmate Visits

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1. Policy. The Department shall provide for visits to inmates in accordance with sound correctional practices. Except as required by law visitation shall be considered a privilege and no inmate shall have entitlement to a visit.
2. Authority and Reference.
 - A. Connecticut General Statutes Sections 18-81, 46b-20 through 46b-35.
 - B. American Correctional Association, Standards for Adult Community Residential Services, Second Edition, August 1980, Standard 2-2166.
 - C. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standards 3-4149, 3-4255, 3-4263 and 3-4440 through 3-4446.
 - D. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-2E-03, 3-ALDF-3D-17 and 3-ALDF-5D-10 through 3-ALDF-5D-16.
 - E. Administrative Directives 3.7, Inmate Monies; 6.6, Reporting of Incidents; 6.7, Searches; 6.10, Inmate Property; 6.14, Security Risk Groups; 9.4, Restrictive Status; 9.5, Code of Penal Discipline; 10.4, Volunteer Services; and 10.7, Inmate Communication.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Adult. A person age 18 or above.
 - B. Attorney Representative. An employee of or retained by a legal firm or organization to include: investigator, social worker, paralegal, certified legal intern, or retained expert.
 - C. Child Visit. A minor child, under 18 years old, accompanied by an authorized adult immediate family member who is on the approved visitor list, legal guardian or an adult properly authorized by the Department of Children and Families, visiting an inmate that is an immediate family member.
 - D. Contact Visit. A meeting between an inmate and an approved person which is not separated by a screen or solid glass partition.
 - E. Courtesy Visit. A visit granted to an immediate family member prior to the visitor application being processed and approved.
 - F. Extended Family Visit (E.F.V.). A prolonged visit between an inmate and specified immediate family member(s), and/or a legal guardian, in a designated secure area separate from the inmate population.
 - G. Immediate Family Member. An inmate's legal spouse, parent, grandparent, sibling or child; to include a step/foster relationship.
 - H. Marriage. The union of a male and female to be legally considered as husband and wife in accordance with the General Statutes of Connecticut.
 - I. Non-Contact Visit. A meeting between an inmate and an approved person which is separated by a screen, solid glass partition, or

- other partition which physically separates visitor from inmate.
- J. Privileged Visit. A special visit between an inmate and a judge, the Governor, Legislator, Attorney General, Board of Parole member/officer, Probation Officer, Sentence Review Board member, Commission on Human Rights and Opportunities member, State Claims Commissioner, Board of Pardons member, elected government official, correctional ombudsman, the inmate's attorney or attorney representative for an authorized purpose other than social visitation.
 - K. Professional Visit. A special meeting between an inmate and a credentialed individual from the community, (e.g., law enforcement official, social worker specialist (not to include attorney representative), member of the clergy, etc.) for an authorized purpose other than social visitation. Professional visitors may be subject to background checks.
 - L. Reasonable Belief. Judgment based on information or observation deemed to be credible.
 - M. Regular Social Visit. A meeting, conducted during routine visiting hours, between an inmate and a person listed on the inmate's visiting list .
 - N. Security Screening. Social visitors shall pass all required security checks in order to be permitted to visit.
 - O. Special Visit. A special meeting, approved by the Unit Administrator or designee, which allows exceptions to the authorized: (1) visitor list; (2) number of visitors; (3) schedule of visits; and, (4) length of visit.

4. Regular Visits.

- A. Criteria and Authorization. An inmate who anticipates regular visits shall submit the name and address of each potential visitor to the assigned counselor. The counselor shall forward a copy of CN 100601, Visiting Application, to the prospective visitor, who shall complete and sign the application and shall mail it back to the assigned counselor. Up to two (2) adult visitors from the inmate's immediate family may be allowed a courtesy visit with the inmate prior to the approval of the application. A courtesy visitor shall be authorized to visit for up to 14 days.
 - 1. Review. The Unit Administrator shall require verification of the visiting application information or any other information deemed significant. A criminal history and warrant query shall be conducted to verify criminal history information. A personal interview with the visitor applicant may be required.
 - 2. Modifications. Additions to an inmate's approved visitor list may be requested by the inmate using the procedure contained in this section. Deletions from an inmate visiting list may be made at the written request of the inmate. Modifications to the list shall not normally occur more frequently than every 120 days.
 - 3. Current and Ex-Offenders. A current or ex-offender shall be precluded from routine placement on an inmate's visitor list. However, a current or ex-offender may request permission to visit, in writing, through the facility

administrator. The Unit Administrator or designee shall review such request for:

- a. severity and nature of the offense and sentence;
- b. likelihood of ongoing criminal behaviors and ideation; and
- c. discharge from supervision and/or oversight by any portion of the criminal justice system.

4. Limitations.

- a. a Department employee shall be prohibited from placement on an inmate visitor list unless the employee is an immediate family member and has been approved by the Unit Administrator;
- b. no visitor, except an immediate family member, shall be on more than one (1) inmate's visiting list at the same facility;
- c. a visit between an inmate and the inmate's victim shall not be permitted unless approved in writing by the Unit Administrator; and
- d. a minor child, under 18 years old, shall be accompanied by an authorized adult immediate family member who is on the approved visitor list, legal guardian or an adult properly authorized by the Department of Children and Families and shall remain under the supervision of that adult visitor.

5. Action. An application for visitation shall normally be approved, unless there is reasonable belief that such authorization could jeopardize safety or security, to include issues of contraband, disruptive behavior, and failure to comply with institutional rules. A person may also be removed from a visitor list for similar reasons. Any time a person is approved, denied or removed, the action (and reason if denied or removed) shall be provided to the inmate, in writing, within 30 days. It shall be the responsibility of the inmate to notify the proposed visitor of their visiting status.

6. Appeal. A proposed visitor may appeal the denial of a request to be placed on a visitor list to the Unit Administrator within 10 days of notification of denial. The appeal shall be answered within 15 days of receipt by the Unit Administrator whose decision shall be final.

7. Transferred Inmates. Once a visiting list has been established, it shall be considered active wherever an inmate is transferred. The inmate shall not be required to have previously approved visitors on an active visiting list re-apply when transferred.

B. Authorized Number. An inmate shall be authorized to place up to the following number of approved visitors, to include children, on the visiting list:

<u>Level of Facility</u>	<u>Number Authorized</u>
5	5
3 & 4	7
2	10

A Privileged or Professional visitor shall not count against the authorized number on an approved visitor list.

5. Non-Routine Visits.

A. Special Visits. The Unit Administrator may provide opportunities for special visits when conditions require or the visitor is not on the approved visitor list. Approved special visits shall be encouraged during routine visiting hours. Requests for visits during non-routine visiting hours shall normally require two (2) business days notice. Such visits may include:

1. A person(s) awaiting approval under extraordinary or unusual circumstances;
2. A person(s) who has traveled from out of state for a one (1) time visit;
3. A person(s) who may assist the inmate in release planning or provide counseling;
4. A family member(s) engaged in institutional programming and/or an event;

B. Privileged Visits. Privileged visits shall be reasonably accommodated. When any questionable circumstance arises regarding accommodation of a privileged visitor the shift supervisor, in consultation with the Duty Officer, shall personally investigate the situation using face to face contact, and obtain any additional information necessary, to try to accommodate the visit. If a privileged visit is not accommodated, the Shift Supervisor or higher authority shall complete an Incident Report, in accordance with Administrative Directive 6.6, Reporting of Incidents, detailing all actions taken and the reason(s) the visit was not accommodated or denied. The incident shall be reported as a Class 3 incident. Privileged visitors must present valid identification containing a photograph and certification of status prior to being allowed to visit as detailed below.

1. Acceptable Single Form of Identification. At a minimum, the following single form of identification shall be acceptable:
 - (a) a legal firm's identification with photograph;
 - (b) a Federal, State or other governmental identification with photograph; or
 - (c) Connecticut Bar Association Photo Identification card.
2. Acceptable Multiple Forms of Identification. A valid driver's license shall be accepted when it is accompanied by one of the following additional forms of identification:
 - (a) a certified professional identification or credential identifying association with a privileged entity (e.g., Connecticut Bar Association card or Jurist number, etc.);

- (b) a current list of attorneys/legal representatives submitted by an established law firm may be used as a corroborating document to establish privileged identification status; or
 - (c) a letter from the inmate's attorney identifying an individual as the attorney's representative.
- C. Professional Visits. Professional visits shall be reasonably accommodated. A valid driver's license and a professional credential shall be required for any professional not on the visitors list. Professional visits may be accommodated with private visits, if appropriate. When any questionable circumstance arises regarding accommodation of a professional visitor, the shift supervisor, in consultation with the Duty Officer, shall personally investigate the situation using face to face contact, and obtain any additional information necessary, to try to accommodate the visit. If a professional visit is denied, the Shift Supervisor or higher authority shall complete an Incident Report, in accordance with Administrative Directive 6.6, Reporting of Incidents, stating the reason(s) for the denial. The incident shall be reported as a Class 3 incident.
- D. Restrictive Housing Inmate Visits. Visits to an inmate in restrictive status shall be as provided in Attachment A of Administrative Directive 9.4, Restrictive Status.
- E. Extended Family Visiting (EFV) Program. Each facility with an established EFV Program shall develop specific rules for extended family visits and such rules shall be made available to both inmates and approved visitors.
 - 1. Requirements. In addition to any facility rules, the following shall be required for approval of an Extended Family Visit:
 - a. At a minimum, each EFV shall include:
 - (1) the inmate's child (children);
 - (2) the inmate's spouse/parents and/or the child's authorized guardian; and/or
 - (3) the inmate's parent(s).
 - b. A child under age 18 shall be accompanied by an adult immediate family member or an adult properly authorized by the Department of Children and Families.
 - c. The inmate shall be tested by Health Services for Tuberculosis and any other test deemed necessary regarding a socially or sexually transmittable disease(s). If part of the EFV, the inmate's spouse shall also be tested annually for Tuberculosis by a licensed health care provider/medical center, and a copy of the testing shall be provided to the Health Services Unit at the facility prior to approval of the EFV. The facility shall provide and document pre-test and post-test counseling for the inmate and spouse. In addition, the inmate, the inmate's spouse and all appropriate visitor(s) shall complete and sign a waiver of State responsibility form prior to the visit.

2. Prohibition. No inmate shall be allowed to participate in the EFV Program who is:
 - a. on restrictive status in accordance with Administrative Directive 9.4, Restrictive Status;
 - b. in Level 4 Close Custody;
 - c. a Security Risk Group member;
 - d. found guilty of a Class A or B disciplinary offense; and/or
 - e. not an immediate family member and/or has not legally entered into marriage with an intended visitor prior to incarceration for the present offense.
3. Approval. Each facility that has an EFV Program, shall, by unit directive, establish an application, approval and scheduling process for extended family visits. The approval process shall include written verification by the Health Services unit that the inmate has satisfied the counseling and testing requirements of Section 5(E)(1)(C), above. Visitor participation in the program shall be limited to immediate family members who are on the inmate's approved visiting list. The number of persons allowed on extended family visit at the same time shall be at the discretion of the Unit Administrator.
4. Transition. An inmate currently participating in a EFV program may continue in the program unless the inmate violates any provision of this Directive.

6. Visiting Procedures.

- A. Number of Visitors. The number of visitors allowed to visit at the same time may be limited based on space, volume of visitor activity or any other reasonable factor. The following numbers, including children may be allowed:

1. Contact Visit - three (3)
2. Non-Contact Visit - two (2)

An adult visitor who brings a child(ren) on facility grounds shall continuously supervise and attend to the child(ren) at all times while on grounds and during the visit.

- B. Times. Restrictions may be placed on visiting hours and the duration of a specific visit as required to accommodate security, safety, extraordinary numbers, facility order and institutional need. Normally the following time and scheduling conditions shall be met:

1. At least one (1) evening visit weekly;
2. Weekend visits; and
3. Visits of at least one (1) hour in duration.

- C. Frequency. Shall not normally be allowed to have more than one visit by the same visitor on the same day.

1. Except as specifically provided herein, an inmate shall normally be allowed a minimum of two (2) regular visits each

week.

2. A limitation shall not be placed on the frequency of professional or privileged visits without the approval of the Unit Administrator.

D. Visit Conduct.

1. Order. Visits shall be conducted in a quiet, orderly and dignified manner. Staff supervising the visiting area may terminate any visit not complying with this directive or posted institutional rules.
2. Attire. Each visitor shall dress in a proper fashion with reasonable modesty. Revealing, seductive or offensive clothing or attire that draws undue attention shall not be permitted, in accordance with Section 6(L) below.
3. Minor Children. A child, under 18 years old, shall be accompanied by an authorized adult immediate family member on the approved visitor list, legal guardian or an adult properly authorized by the Department of Children and Families, and remain under the supervision of that adult visitor.

- E. Identification. Upon arrival at the facility, the identity of a visitor, age 16 or above, shall be verified through a driver's license or other appropriate photo identification prior to admission to the visit.

- F. Contraband. No visitor shall deliver or receive any item, to include written correspondence, except as noted below, to or from an inmate. The exception is that upon prior notification of staff, a professional or privileged visitor shall be allowed to exchange legal papers with an inmate. A sign shall be posted at the entry of each facility stating:

"You are now entering a correctional facility.

All visitors and vehicles are subject to search by department of correction personnel. Bringing weapons, drugs, or alcohol onto this property is a felony punishable by imprisonment, fine or both. Violators shall be prosecuted."

- G. Searches. Searches of a visitor, visitor's vehicle or personal property may be conducted as specified in Administrative Directive 6.7, Searches.
- H. Logging of Visitors. The department shall establish procedures for recording the name of each visitor, the inmate visited and the date and time the visit occurred.
- I. Notification of Rules. The visiting application shall provide general visiting rules for all correctional institutions. These rules along with any additional local requirements and visiting schedules shall be prominently posted, and where the physical plants allows, in an area prior to entering a security screening area.
- J. Contact/Non-Contact Visit. Each Level 2, 3 and 4 facility may provide for contact visits. No inmate shall be entitled to a contact visit. Inmates on any type of restricted status, in the close monitoring program, on chronic discipline or high security

status may not be allowed contact visits in accordance with Administrative Directives 9.4, Restrictive Status, and 6.14, Security Risk Groups. Privileged or professional visits, for inmates not allowed contact visits, may be contact or non-contact at the discretion of the Unit Administrator.

1. Level 3 and 4 Contact Visits. Level 4 inmates meeting the following criteria may be afforded contact visits:
 - a. six (6) months at current security level;
 - b. free of Class A disciplinary reports for two (2) years, no Class A disciplinary report for Assault on a Department of Correction Employee for current incarceration or two (2) years, whichever is greater;
 - c. free of other disciplinary reports for six (6) months;
 - d. positive program and work performance for one (1) year;
 - e. if unsentenced, bond below \$250,000;
 - f. if under the age of 21, enrolled in General Equivalency Diploma preparation program; and
 - g. consistent with Administrative Directive 9.4, Restrictive Status, not classified a High Security Inmate.
2. Non-Contact Visits. Non-contact visits may be utilized when an inmate presents a reasonable security concern which may include, but not be limited to, the following:
 - a. escape risk or history;
 - b. history of introduction of contraband;
 - c. history of disruptive behavior;
 - d. Security Risk Group activity;
 - e. non-conformity to rules, regulations or staff direction;
 - f. refusal to participate in recommended program or work assignment; and
 - g. information developed which indicates a reasonable threat of disruption to the safety, security or order of the institution.

An inmate authorized a contact visit may be permitted a brief embrace and kiss at the beginning and end of a visit, but excessive intimacy, to include inappropriate kissing, hugging or fondling shall be strictly prohibited.

- K. Receipt of Inmate Property and Funds. No inmate property or funds shall be accepted by institutional personnel in connection with an inmate visit. All receipt of property shall be in accordance with Administrative Directives 6.10, Inmate Property and 10.7, Inmate Communication. Receipt of monies shall be in accordance with Administrative Directive 3.7, Inmate Monies, which states that an inmate may only receive certified, payroll, cashier, government checks or money orders through the mail sent to a designated location from an individual on the inmate's approved visiting list or an individual that has received prior written approval from the Unit Administrator. Any unacceptable funds received through the

mail shall be returned to the sender with a Returned Letter or Funds Notification, indicating the reason for the return. A Unit Administrator may make provisions to receive items of clothing for pretrial inmates or inmates within 30 days of discharge.

- L. Visit Termination. A single visit, or all visits, may be canceled, denied or terminated, by the ranking custody supervisor, at any time institutional security and order requires or a reasonable belief exists that continuance of the visit could jeopardize safety or good order. Violation of the facility's visiting rules shall be grounds for terminating the visit.
- M. Incident Report. When an approved visitor is denied access or a visit is terminated, a Class 3 incident report shall be prepared in accordance with Administrative Directive 6.6, Reporting of Incidents.
- N. Discipline and Prosecution. Any inmate whose visit is terminated as a result of a wrongful act shall be considered for disciplinary action in accordance with Administrative Directive 9.5, Code of Penal Discipline, or criminal prosecution as appropriate. A visitor shall be referred for criminal prosecution when warranted.
- O. Denial of Visitation. An inmate may be denied future visits for a specified period of time in accordance with Administrative Directive 9.5, Code of Penal Discipline. A visitor whose visit is terminated may be denied future visits at the discretion of the Unit Administrator.

7. Visiting Accommodations.

- A. Space. Each facility shall provide an area for visits, which permits supervision consistent with the facility's security level. If available, space shall be provided for the storage of a visitor's coat, handbag or any other personal item not permitted in the visiting area. The Department shall assume no responsibility for items stored at, or brought into, the facility. A sign notifying visitors of these conditions shall be posted in the visiting area.
- B. Outdoor Visit. A Unit Administrator may, where space allows, provide outdoor visits within Level 4 and below facilities.
- C. Accommodations. Except as exempted in writing by the Deputy Commissioner of Operations, each contact visiting room shall provide for:
 - 1. Separate inmate and visitor rest rooms; and
 - 2. Pamphlets explaining facility programs, visiting regulations and public/assisted transportation.

8. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.